



**Application  
Program Year 2005-2006  
Fiscal Year 2006**

***McKinney-Vento  
Education of Homeless Children and Youth  
Grant Program***

**Tennessee Department of Education**

Lana C. Seivers  
Commissioner of Education

Julie P. McCargar  
Executive Director of Federal Programs

Janice K. Routon  
Project Director of Homeless Education

**May, 2005**

## Table of Contents

Rationale	3
Program Description	4
Authorized Activities	4-5
LEA Responsibilities	6
Collaboration	7
Funding	7
Reports	7
Eligibility	8
Narrative and Selection Criteria	8
SEA Monitoring of Grant Programs	8
Fiscal Guidelines	8
Submission and Approval Procedures	8
Statement of Assurances	9
Application Instructions	9
Application Title Page	10
Statement of Assurances	11
Documentation of Collaboration	12
Narrative Guidelines	13

Action Plan Form	14
Homeless Education Liaison Contact Information	15
Appendix A: Reason for Non-Attendance and Special Education Needs	17
Appendix B: Determination of a Homeless Child or Youth	18-20
Appendix C: Application Scoring Document	21-25

***McKinney-Vento  
Education of Homeless Children and Youth  
2005-2006 Grant Program***

This application has been prepared in accordance with Title X, Part C, of the ***McKinney-Vento Homeless Assistance Act of 1990***, as amended by the No Child Left Behind Act of 2001. This statute may be accessed on the web at [www.serve.org/nche](http://www.serve.org/nche).

The Tennessee Department of Education has received funds to be distributed as grants to local education agencies (LEAs) for the establishment of educational programs which promote the enrollment, attendance, and success of homeless children and youth in school and preschool. These funds are to be used to develop and enhance projects, which provide tutoring, remediation, and other related services to homeless children and their families. Grants will be awarded to school systems that have developed programs which document effective collaboration among school districts and service providers to ensure that homeless children in that district receive needed services. Grants are competitive and will be awarded for a twelve-month period as chosen by the LEA between July 2, 2005 and September 30, 2005.

**Rationale**

This application has been issued for the purpose of soliciting interested applicants from Tennessee school systems to develop programs which meet the unique needs of homeless children and youth. For information pertaining to reasons why homeless children and youth do not attend school and the special education needs they have, please refer to *Appendix A*.

In order to overcome obstacles to enrollment and attendance in school, and in order to address some of the needs of homeless children and youth, all public school systems in Tennessee have a copy of the ***State Plan for the Education of Homeless Children and Youth***. If an additional copy is needed, it may be requested at (615) 532-6314 or [Janice.Routon@state.tn.us](mailto:Janice.Routon@state.tn.us). The plan ensures that Tennessee's homeless children and youth have access to a free, appropriate public education that such children need to meet the same challenging state student performance standards to which all students are held. To determine if you have a child or youth that meets the definition of "homeless," please refer to *Appendix B*.

## **Program Description**

The purpose of the *Education of Homeless Children and Youth* program is to facilitate the enrollment, attendance, and success of homeless children and youth in public schools, including preschools. Services may be provided through programs on school grounds or at other nonsectarian facilities. Where services are provided through programs on school grounds, such services may also be made available to children or youth who are determined by the local educational agency to be at risk of failing, or dropping out of school. To the maximum extent practicable, services shall be provided through existing programs and mechanisms that integrate homeless individuals with non-homeless individuals.

A LEA that desires to receive a grant shall submit an application that includes:

- 1) A description of the goals and authorized activities for which assistance is sought and the problems to be addressed;
- 2) An assurance that the applicant complies with, or will use requested funds to come into compliance with paragraphs (3) through (7) of section 722(g) of the Act;
- 3) A description of policies and procedures that the agency will implement to ensure that activities carried out by the agency will not isolate or stigmatize homeless children and youth;
- 4) A description of how the services and programs will strengthen Tennessee's response to the identified obstacles to enrollment, attendance, success in school for homeless children and youth, and help meet their unique educational needs, and
- 5) Indicators and methods to be used in evaluating the effectiveness of the programs and services.

## **Authorized Activities**

Local educational agencies receiving sub-grants may use program funds to carry out these and other activities that promote the purpose of the program. LEAs may also use sub-grant funds to enter into contracts with other agencies or organizations to provide services for homeless children and youth.

### **Educational Services**

- Tutoring, supplemental instruction and other educational services that help homeless children and youth reach the same challenging State content and State student performance standards to which all children are held.
- Before- and after-school programs, mentoring, and summer programs for homeless children and youth. Qualified personnel may provide homework assistance, tutoring, and supervision of other educational instruction in carrying out these activities.
- Developmentally appropriate early childhood education programs for homeless children of preschool age that are not provided through other federal, state, or local funds.

- Expedited evaluations of homeless children and youth to measure their strengths and needs. These evaluations should be done promptly in order to avoid a gap in the provision of necessary services to such children and youth. Evaluations may also determine a homeless child's or youth's eligibility for other programs for gifted and talented students, vocational education programs, and school lunch programs.
- Educational and training programs for parents of homeless children and youth regarding the rights their children have as homeless individuals and the educational and other resources available to their children.

### **Professional Development**

Programs and other activities designed to raise awareness among educators and pupil services personnel of the rights of homeless children and youth under the Act, and the special needs such children and youth have as a result of their homelessness.

### **Coordination of Services**

Programs coordinating services provided by schools and other agencies to homeless children and youth to expand and enhance such services. Coordination with programs funded under the *Runaway and Homeless Youth Act* should be included in this effort.

### **Comprehensive Services**

- Referrals of homeless children and youth to medical, dental, mental, and other health services.
- Pupil services programs providing violence prevention counseling and referrals to such counseling.
- Programs addressing the particular needs of homeless children and youth that may arise from domestic violence.

### **Transportation**

Paying the excess cost of transportation not otherwise provided through federal, state, or local funds, to enable homeless children and youth to attend schools selected under Section 722(g)(3) of the Act.

### **School Records**

Paying fees and costs associated with locating, obtaining, and transferring records necessary for the enrollment of homeless children and youth in school. The records may include birth certificates, guardianship records, immunization records, academic records, and evaluations of homeless children and youth determining eligibility for other programs and services.

### **School Supplies**

- Providing supplies to non-school facilities serving homeless children and youth and adapting these facilities to enable them to provide services.
- Providing school supplies to homeless children and youth at shelters, temporary housing facilities, and other locations as appropriate.

### **Extraordinary or Emergency Assistance**

Providing extraordinary or emergency services to homeless children and youth as necessary to enroll and retain such children and youth in school.

### **LEA RESPONSIBILITIES**

In accordance with the *McKinney-Vento Homeless Assistance Act*, all local educational agencies in Tennessee are required to do the following for homeless children and youth regardless of whether or not they receive a grant to provide special services:

- Provide access to educational and other services for homeless children and youth so they have the opportunity to meet the same challenging State student performance standards to which all students are held.
- Determine the particular school that is in the best interest of a child to attend and strive to eliminate barriers, including transportation barriers, to the enrollment and retention of the child in that school.
- Ensure that all homeless children and youth receive free meals and textbooks.
- Coordinate with local social services agencies and other agencies or programs providing services to homeless children or youth and their families, including those funded under the *Runaway and Homeless Youth Act*.
- Review and revise any policies that may act as barriers to the enrollment of homeless children and youth in the school determined to be in their best interest including transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship.
- Pay special attention to ensuring the enrollment and attendance of homeless children and youth that are not currently attending school.
- Coordinate with state and local housing agencies responsible for developing the comprehensive housing affordability strategy to minimize educational disruption for children who become homeless.
- Ensure that services provided by funds from this grant shall not replace the regular academic program and shall be designed to expand upon or improve services provided as part of the school's regular academic program.

All homeless children and youth are automatically eligible for services under Title I, Part A of the ESEA, as amended by the *No Child Left Behind Act of 2001*, whether or not they live in a Title I school attendance area or meet the academic standards required of other children for eligibility. Homeless children and youth may receive Title I educational and support services in schools and shelters or other facilities outside of school.

### **Collaboration**

The *Education of Homeless Children and Youth* program is designed to promote collaboration between and within local education agencies, local social services agencies and other agencies or programs providing services to such children or youth and their families. Local education agencies must apply in collaboration with at least one community-based organization, public agency, other nonprofit organization, or other agency that provides services for homeless children and youth. For this application, collaboration means that the community agencies shall participate with the school system in the preparation of the *McKinney-Vento Homeless Education Program* application and that the school and the collaborating agencies shall participate in the implementation of the plan contained therein. This is essential for identifying homeless children and youth in the community to be served by the project. This application requires documentation of such collaboration.

### **Funding**

The *Education of Homeless Children and Youth* program is 100 percent federally funded. LEA grant funding will be dependent on the yearly allocation to the Tennessee Department of Education. Grants will be awarded for a twelve-month period as chosen by the LEA between July 2 and September 30, 2004. Award amounts will be determined by the number of homeless children or youth to be served, the needs of such children and youth, and the ability of the system to meet such needs.

The LEA will be reimbursed for actual, reasonable, and necessary costs based upon the approved grant budget. As expenditures are incurred, reimbursement by invoice may be requested, but no more often than monthly.

### **Reports**

A **Self-Monitoring Report** will be due by April 18, 2006. This form will be sent to participating LEAs with the approved grant.

A **Year-End Evaluation Report** shall be due within 30 days of the termination date of each grant. The completed report form will indicate number of children served, services provided, frequency of services, extent to which program goals were met, etc. This form will be sent to participating LEAs with the approved grant.

### **Eligibility**

Any local education agency serving homeless children located within Tennessee is eligible to apply for funds under this program. Applicants must document effective collaboration with at least one other agency serving homeless families.

### **Narrative and Selection Criteria**

The applicant should use the following criteria in preparing the narrative for the proposed use of homeless education program funds. The narrative should be no longer than five pages.

- ❑ All applications received by the stated submission deadline will be evaluated using the enclosed application scoring document in the appendices, Appendix C

### **SEA Monitoring of Grant Programs**

Each *Education of Homeless Children and Youth* project will be monitored on a rotating schedule, for compliance with the approved project application and grant contract. The rotation will be once every three years, or more often, if necessary.

### **Fiscal Guidelines**

Allowable expenditures may include instructional salaries, curriculum materials and supplies, contracted services, facility rental, transportation, referrals, counseling, and other educational and supplementary services, as described in the Act under "Authorized Activities."

Funds provided to the local education agency may not be used to supplant funds which the local education agency has previously designated for the purpose of providing programs in the designated project area.

### **Submission and Approval Procedures**

Applicants must submit their applications on the forms provided within the space limitations specified. The original and three (3) copies of the application **must be sent to the address specified in the instructions no later than Friday, July 1, 2005.**

**It is strongly suggested that you send your application by certified mail. Late applications may not be accepted. Only include the requested documentation. Material in addition to that specifically required by the application will be removed and not considered. Failure to submit the required number of copies of the application may remove it from consideration.**

If a system has no identified homeless children or youth at the time of the original application process, but



later, within the three-year timeline enrolls a homeless child, they can submit an application for funds through the *McKinney-Vento Grant*.

### **Statement of Assurances**

The application includes a Statement of Assurances that must be signed by the Superintendent or Director of Schools for the applicant school system. Applicants are advised to read the assurances carefully before signing.

### ***Education of Homeless Children and Youth***

#### ***2005-2006 Grant Program***

### **Application Instructions**

The application must include all of the following:

- Title Page
- Signed Statement of Assurances
- Documentation of Collaboration
- Narrative in all categories (Needs Assessment, Action Plan and Evaluation, Raising Awareness and Eliminating Barriers, Program Details, and Parental Involvement)
- Homeless Education Liaison Form

**The original and three (3) copies of the application should be sent by certified mail or hand delivered to:**

Tennessee Department of Education  
Janice Routon, Project Director  
Education of Homeless Children and Youth  
5th Floor - Andrew Johnson Tower  
710 James Robertson Parkway  
Nashville, Tennessee 37243-0379

**Applications must be sent to the Department of Education no later than Friday, July 1, 2005.**

Following the identification of successful applicants, if necessary, a revised budget will be negotiated between the Department of Education personnel and local school system representatives. Upon completion of negotiations, the Department of Education will issue a grant award letter. Funds provided to the school system may not be used to supplant funds previously designated for the purpose of providing programs in the project area.

If you have any questions, please feel free to call Janice Routon at 615-532-6314. The e-mail address is [Janice.Routon@state.tn.us](mailto:Janice.Routon@state.tn.us).

## McKinney-Vento Education of Homeless Children and Youth

### *2005-2006 Application Title Page*

Applicant Name:		
Address:		
City:	County:	Zip:
Project Director:		
E-mail Address:		
Phone Number:		Fax Number:
<b>Beginning Date of Project:</b> _____ <b>Ending Date:</b> _____		
<b>Total Amount of Funds Requested:</b> _____		

Number of homeless children and youth residing in the district during the past 12 months (do not include children in foster care or in neglected or delinquent institutions):

**Preschool (0-4)** \_\_\_\_\_ **Elementary** \_\_\_\_\_ **Middle** \_\_\_\_\_ **High School** \_\_\_\_\_

Number of homeless children and youth to be served during the project period with the funds requested:

**Preschool (0-4)** \_\_\_\_\_ **Elementary** \_\_\_\_\_ **Middle** \_\_\_\_\_ **High School** \_\_\_\_\_

**APPLICANT CERTIFICATION:** To the best of my knowledge and belief, data in this application is true and correct. The document has been duly authorized by the governing body of the applicant, and the applicant will comply with the attached assurances if its funding is approved.

\_\_\_\_\_  
Signature of Superintendent/Director of Schools

\_\_\_\_\_  
Date

## Statement of Assurances

1. The project will be operated in compliance with Title X, Part C, of the ***McKinney-Vento Homeless Assistance Act of 1990***, as amended by the No Child Left Behind Act of 2001, and in accordance with the statutes, regulations, policies, and other administrative rules promulgated by and required of the Tennessee Department of Education.
2. The LEA will keep such records and provide such information to the SEA as may be required for fiscal audit and program evaluation.
3. The LEA will use funds received under the grant to supplement, not supplant, funds used before the award of the grant for purposes of providing services to homeless children and youth.
4. The LEA will use fiscal control and funds accounting procedures that will ensure proper disbursement of; and accounting for, federal funds paid to that agency under this program and will observe all applicable grant requirements.
5. The LEA will prepare and submit to the Tennessee Department of Education reports and data as might be required.
6. The LEA will designate a homeless liaison to ensure that homeless children and youth enroll and succeed in school; and homeless families, children, and youth receive educational services for which such families, children, and youth are eligible, including Head Start and Even Start programs and preschool programs administered by the local education agency, and referrals to health care services, dental services, mental health services, and other appropriate services.
7. Each LEA shall adopt policies and practices to ensure that transportation is provided, at the request of the parent or guardian (or in the case of an unaccompanied youth, at the request of the liaison), to and from the school of origin.
8. Each LEA shall review and revise any policies that may act as barriers to the enrollment of homeless children and youth in school.
9. Each LEA shall provide the Tennessee Department of Education with a description of policies and procedures consistent with section 722 (e) (3), and will ensure DOE that activities will not isolate or stigmatize homeless children and youth.
10. Each LEA will coordinate with state and local housing agencies responsible for developing the comprehensive housing affordability strategy described in section 10~ of the Cranston-Gonzalez National Affordable Housing Act to minimize educational disruption for children who become homeless.
11. The LEA will use these funds to come into compliance with paragraphs (3) through (7) of section 722(g) of the ***McKinney-Vento Act***.
12. The LEA will comply with maintenance of effort requirements.

Certified By:

---

Signature of Superintendent/Director of Schools

---

Date

---

Name (please print or type)

---

School System

## Documentation of Collaboration

This document is to be signed and included with the application as evidence of the collaboration between the applicant and the entity with which the applicant has and will collaborate in the planning and implementation of the ***Education of Homeless Children and Youth Program*** described in the application. The statement must be signed by the chief executive officer of the agency or organization with which the applicant is collaborating.

I, \_\_\_\_\_ certify that I and/or  
(Name of Chief Executive Officer)

representatives of \_\_\_\_\_ have  
(Name of Agency or Organization)

participated in the development of this application.

I furthermore attest that \_\_\_\_\_ agrees  
(Name of Agency or Organization)

to participate in activities of the proposed project as described in the application.

\_\_\_\_\_  
(Chief Executive Officer Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Name, Please Print or Type)

## **NARRATIVE GUIDELINES**

The applicant should use the scoring document above and guidelines for preparing the narrative for the proposed use of homeless education program funds **The narrative should be no longer than five pages.**

### **STATEMENT OF NEEDS**

The applicant should submit a needs assessment of homeless children and youth **based on evidence**. This needs assessment should include the targeted number of children, the unique needs of those children identified, the likelihood of the local education agency to meet those needs, and a description of the type, and intensity of the coordination of services. **Please provide as much evidence as possible.**

### **ACTION PLAN AND EVALUATION**

The application should provide a clear description of the program goals and services sought, and details about the activities within those programs. A clear description of an effective evaluation plan should also be included. You may want to site current theory, research and best practices in this section.

Also included should be a description of the policies and procedures that the operating agency will implement or has implemented to ensure project activities will not isolate, segregate or stigmatize homeless children and youth, and how services will integrate homeless and non-homeless students.

### **RAISING AWARENESS AND ELIMINATING BARRIERS**

Please provide evidence of how you will raise awareness of the McKinney-Vento act including plans for professional development and/or staff orientation.

### **PROGRAM DETAILS**

- Include the staff needed to achieve the objectives of your project; any training required to provide these services, the job descriptions and position titles, duties to be performed, lines of authority for the position, and source of funding for the position, i.e., fully funded with homeless education funds, shared funding, or separately funded from other sources
- The day the program will start and end
- The method to be used for tracking the services provided to each homeless child, and the method and procedures that will be used to track homeless children's academic progress
- There is documentation of services of collaborating agencies, and sufficient coordination of services. (If funding is given to collaboration agencies, an estimate of how much funding will be given should be included.)
- Evidence that a homeless liaison is designated. (Please provide the name and contact information on the form provided in this application.)

### **PARENTAL INVOLVEMENT**

There is a explanation as to how the LEA will involve the homeless parents in the education of their children. Written notice forms can be included in this section as supporting evidence of how the LEA will involve and inform parents of the McKinney-Vento Act.

***Education of Homeless Children and Youth  
Action Plan  
FY 2006***

**Activity:** Provide a detailed description of each of the planned authorized activities for which you are requesting funding. *(Refer to Pages 5- 6 for authorized activities.)*

Number of Students to Be Served by Grade Level	Days Activity Provided	Estimated Cost
Preschool:		
Elementary:		
Middle:		
High School:		

Agency Responsible for Activity \_\_\_\_\_

Contact Name \_\_\_\_\_

Phone \_\_\_\_\_

***Education of Homeless Children and Youth***  
***Homeless Education Liaison/Contact Information***  
***FY 2006***

Name of Homeless Liaison:	
School System:	
School Address:	
Work Phone:	Fax Number:
E-mail Address:	
Areas of Endorsement:	
Classroom Teaching Experience:	
Fiscal Contact Person:	Phone:
Superintendent:	Phone:
Homeless Education Director:	Phone:
Signature of Homeless Liaison:	Date:

# APPENDICES



**Reasons for Homeless Children and Youth Not Attending School  
and Education Needs of Homeless Children**

The following are reasons why homeless children and youth do not attend school:

- Lack of transportation to or from temporary residence
- Shelter stays are too short to make enrollment worthwhile
- Youth are discouraged by frequent school changes and by the condition of homeless
- Families lack motivation/keep children out of school
- Lack of school records--academic, health, and immunization
- Parents preoccupied with finding food, shelter, and employment
- Lack of resources for supplies and clothing
- Behavior problems or drug use by youth
- Lack of health and mental health care/illness
- State guardianship/residency requirements not uniformly interpreted by schools
- Lack of information on school requirements/location
- Delays in transferring school and other records

Additionally, due to the unique circumstances that homeless children face, the following education needs have been identified:

- Remediation and tutoring
- School supplies and clothing
- Counselors who are knowledgeable about homelessness
- After-school and extracurricular programs to provide food, shelter, and recreation
- Transportation to and from school, including before- and after-school programs
- Educational programs that offer stability and continuity
- Sensitivity and awareness training for school personnel and students
- Keeping homeless children in their school of origin
- Minimizing enrollment delays
- Timely access to educational services and in-school support services
- Family support services: encouraging family involvement
- Teachers who are advocates for homeless children
- Establishing a homeless liaison in each school district

## Determination of Homeless

The Stewart B. McKinney Homeless Assistance Act defines a "homeless individual" or "homeless person" as follows:

### Section 11302. General definition of homeless individual

#### a. In general

For purposes of this chapter, the term "homeless" or "homeless individual" or homeless person includes--

1. an individual who lacks a fixed, regular, and adequate nighttime residence; and
2. an individual who has a primary nighttime residence that is--
  - A. a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill);
  - B. an institution that provides a temporary residence for individuals intended to be institutionalized; or
  - C. a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

*A fixed residence* is one that is stationary, permanent, and not subject to change. *A regular residence* is one that is used on a regular (i.e., nightly) basis. *An adequate residence* is one that is sufficient for meeting both the physical and psychological needs typically met in home environments. According to the McKinney Act, children and youth who lack a fixed, regular, and adequate residence are considered homeless.

The U. S. Department of Education (USDOE) recommends that states and school districts should consider the relative permanence of living arrangements when determining if a child or youth is homeless. These determinations are to be made on a case by case basis. In general, children or youth living on the streets or in welfare hotels, transitional housing shelters, the streets, cars, abandoned buildings, and other inadequate accommodations are considered homeless.

The USDOE further specifies the following categories of homeless children and youth:

### Children and Youth in Transitional Shelters

If children or youth are placed in a transitional or emergency shelter because there is nowhere else to send them, and they are awaiting placement in a foster home or a home for neglected children, they should be considered homeless while in the emergency or transitional shelter. Once placed in a foster home for neglected children or youth, they should no longer be considered homeless.

### Children and Youth Living in Trailer Parks and Camping Grounds

Children and youth staying temporarily in trailer parks or camping areas because they lack adequate living accommodations should be considered homeless. Those living in trailer parks or camping areas on a long-term basis in adequate accommodations should not be considered homeless.

### Doubled-up Children and Youth

Children and youth who are living in "doubled-up" accommodations, that is, are sharing housing with other families or individuals, are considered homeless if they are doubled-up because of a loss of housing or other similar situation. Families living in doubled-up accommodations voluntarily to save money generally should not be considered homeless.

### Foster Children and Youth

In general, children and youth in foster homes are not considered homeless. Many foster children are in the care of a public agency awaiting placement in more permanent situations. The foster home, although temporary, serves as a fixed, regular, and adequate nighttime residence. Children placed in foster homes for lack of shelter space, however, should be considered homeless.

### Incarcerated Children and Youth

Children and youth who are incarcerated for violation or alleged violation of a law should not be considered homeless even if prior to their incarceration they would have been considered homeless because they were living in inadequate accommodations. Children and youth who are under care of the State and are being held in an institution because they have no other place to live should be considered homeless. Once these children are placed in more permanent facilities, they are no longer considered homeless.

### Migratory Children and Youth

Migratory children should not be considered homeless simply because they are children of migratory families. To the extent that migratory children are staying in accommodations not fit for habitation, they should be considered homeless.

### Runaways

Children or youth who have run away from home and live in runaway shelters, abandoned buildings, the streets, or other inadequate accommodations are considered homeless, even if their parents have provided and are willing to provide a home for them.

### School-Age Unwed Mothers

In general, if school-age unwed mothers or expectant mothers are living in homes for unwed mothers, and they have no other available living accommodations, they should be considered homeless. However, if they are staying in such a home only temporarily to receive specific health care or other services, and intend to move to other adequate accommodations, they should not be considered homeless.

#### Sick or Abandoned Children and Youth

There are instances where children and youth remain in a hospital beyond the time that they would normally stay for health reasons because they have been abandoned by their families. These children and youth should be considered homeless because they have no other place to live. Children and youth who were homeless prior to hospitalization should be considered to be homeless while they are in the hospital, unless regular and adequate living accommodations will be made available to them upon release from the hospital.

#### Throwaways

Throwaway children or youth (i.e., those whose parents or guardians will not permit them to live at home) are considered homeless if they live on the streets, in shelters, or in other transitional or inadequate accommodations.

## McKinney-Vento Application Scoring Document

System Name: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Reviewer's Name: \_\_\_\_\_

**Instructions:** Each category for the McKinney-Vento application has criteria that must be met. Read the application carefully and give a rating according to each criterion. Be sure to record the rating in the points awarded column and provide a total in the appropriate column. Please provide comments when **low or limited evidence** points are awarded.

### Review Form Summary

Categories	Maximum Points	Score
A. Statement of Needs	25	
B. Action Plan and Evaluation	20	
C. Raising Awareness, Eliminating Barriers	10	
D. Program Details	35	
E. Parental Involvement	10	
<b>Total</b>	<b>100</b>	

**Reviewer Comments:** \_\_\_\_\_

---



---



---



---



---



---

### Category A: Statement of Needs

<b><u>HIGH</u></b> <b>(4-5 points)</b>	<b><u>MEDIUM</u></b> <b>(2-3 points)</b>	<b><u>LOW</u></b> <b>(1 point)</b>
<input type="checkbox"/> The LEA is serving <b>all</b> homeless children. (Maximum points should only be given if all children will be served)	<input type="checkbox"/> The LEA is serving <b>the majority</b> of the homeless children identified	<input type="checkbox"/> The LEA is serving a <b>limited</b> number of the homeless children identified. <b>Score</b> _____
<input type="checkbox"/> There is <b>extensive</b> evidence that the educational and related needs of homeless children and youth are being identified.	<input type="checkbox"/> There is <b>moderate</b> evidence that the educational and related needs of homeless children and youth are being identified.	<input type="checkbox"/> There is <b>limited</b> evidence that the educational and related needs of homeless children and youth are being identified <b>Score</b> _____
<input type="checkbox"/> There is <b>very strong</b> evidence that the type, intensity & coordination of services will meet the identified needs	<input type="checkbox"/> There is <b>strong</b> evidence that the type, intensity & coordination of services will meet the identified needs	<input type="checkbox"/> There is <b>limited</b> evidence that the type, intensity, & coordination of services will meet the identified needs <b>Score</b> _____
<b><u>HIGH</u></b> <b>(7-10 points)</b>	<b><u>MEDIUM</u></b> <b>(4-6 points)</b>	<b><u>LOW</u></b> <b>(1-3 points)</b>
<input type="checkbox"/> There is a <b>very strong</b> likelihood that the services and programs will meet the identified needs.	<input type="checkbox"/> There is a <b>strong</b> likelihood that the services and programs will meet the identified needs	<input type="checkbox"/> It seems <b>uncertain</b> as to how the services and programs will meet the identified needs <b>Score</b> _____
<b>Total Score</b> _____ /25 points		

**Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Category B: Action Plan and Evaluation

<b><u>HIGH</u></b> <b>(4-5 points)</b>	<b><u>MEDIUM</u></b> <b>(2-3 points)</b>	<b><u>LOW</u></b> <b>(1 point)</b>
<input type="checkbox"/> The program goals are <b>clear</b>	<input type="checkbox"/> The program goals are <b>adequate</b>	<input type="checkbox"/> The program goals are <b>limited and/or vague</b>  <b>Score</b> _____
<input type="checkbox"/> Program goals have a <b>clear</b> and <b>strong</b> measurement and evaluation plan	<input type="checkbox"/> Program goals have an <b>adequate</b> measurement and evaluation plan	<input type="checkbox"/> Program goals have a <b>limited and/or vague</b> measurement and evaluation plan <b>Score</b> _____
<input type="checkbox"/> A <b>clear</b> description as to how this LEA will not isolate, or stigmatize homeless children	<input type="checkbox"/> There is <b>adequate</b> description of how this LEA will not isolate, or stigmatize homeless children	<input type="checkbox"/> There is a <b>limited</b> description of how this LEA will not isolate, or stigmatize homeless children <b>Score</b> _____
<input type="checkbox"/> A <b>clear</b> description explaining how services will integrate homeless and non-homeless students.	<input type="checkbox"/> An <b>adequate</b> description explaining how services will integrate homeless and non-homeless students.	<input type="checkbox"/> <b>No</b> description or a vague description explaining how services will integrate homeless and non-homeless students. <b>Score</b> _____
<b>Total Score</b> _____/20 points		

**Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Category C: Raising Awareness and Eliminating Barriers**

<b><u>EXTENSIVE</u></b> <b>(4-5 points)</b>	<b><u>ADEQUATE</u></b> <b>(2-3 points)</b>	<b><u>LIMITED</u></b> <b>(1 point)</b>
<input type="checkbox"/> <b>Extensive evidence</b> of staff orientation and professional development that will raise school personnel's awareness of the rights of homeless children and youth.	<input type="checkbox"/> <b>Adequate evidence</b> of staff orientation and professional development that will raise school personnel's awareness of the rights of homeless children and youth.	<input type="checkbox"/> <b>Limited evidence</b> of staff orientation and professional development that will raise school personnel's awareness of the rights of homeless children and youth.  <b>Score</b> _____
<input type="checkbox"/> <b>Extensive evidence</b> showing how the proposed funds will help eliminate barriers to the enrollment, retention, and school success of homeless children and youth.	<input type="checkbox"/> <b>Adequate evidence</b> showing how the proposed funds will help eliminate barriers to the enrollment, retention, and school success of homeless children and youth.	<input type="checkbox"/> <b>Limited evidence</b> showing how the proposed funds will help eliminate barriers to the enrollment, retention, and school success of homeless children and youth.  <b>Score</b> _____
<b>Total Score _____/10 points</b>		

**Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



### Category D: Program Details

<b><u>HIGH</u></b> <b>(4-5 points)</b>		<b><u>LOW</u></b> <b>(0 points)</b>
<input type="checkbox"/> The <b>staffing</b> required is indicated.		<input type="checkbox"/> The <b>staffing required is not indicated.</b> Score _____
<input type="checkbox"/> The projected timeline <b>is provided.</b>		<input type="checkbox"/> The projected timeline <b>is not provided.</b> Score _____
<input type="checkbox"/> There is a <b>method to be used for tracing the services</b> provided to each homeless or at-risk child		<input type="checkbox"/> There is <b>no method to be used for tracing the services</b> provided to each homeless or at-risk child Score _____
<input type="checkbox"/> There is <b>documentation</b> of funds and services to be provided by each collaborating agency, and sufficient coordination of services.		<input type="checkbox"/> There is <b>no documentation</b> of funds and services to be provided by each collaborating agency, and there is not sufficient coordination of services Score _____
<input type="checkbox"/> There is a <b>method for tracing the academic progress</b> of homeless students.		<input type="checkbox"/> There is <b>no method for tracing the academic progress</b> of homeless students. Score _____
<b><u>HIGH</u></b> <b>(5-10 points)</b>		<b><u>LOW</u></b> <b>(1-4 points)</b>
<input type="checkbox"/> An <b>estimate of the cost</b> to the system, including salaries and transportation, etc. for each activity <b>is provided.</b>		<input type="checkbox"/> An <b>estimate of the cost</b> to the system, including salaries and transportation, etc. for each activity <b>is not provided.</b> Score _____
<b>Total Score _____/35 points</b>		

**Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Category E: Parental Involvement

<b><u>HIGH</u></b> <b>(7-10 points)</b>	<b><u>ADEQUATE</u></b> <b>(4-6 points)</b>	<b><u>LOW</u></b> <b>(1-3 points)</b>
<input type="checkbox"/> There is a <b>clear</b> explanation of how the system will involve homeless parents in the education of their children	<input type="checkbox"/> There is an <b>adequate</b> explanation of how the system will involve homeless parents in the education of their children	<input type="checkbox"/> There is a <b>vague or limited</b> explanation of how the system will engage and involve homeless parents in the education of their children  <b>Score</b> _____
<b>Total Score _____ / 10 points</b>		

**Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_